

Name _____

Copy Editing and Proofreading Symbols

Symbol	Meaning	Example
	Delete	Remove the end fitting.
	Close up	The tolerances are with in the range.
	Delete and Close up	Delete and close up the gap.
	Insert	The box is inserted correctly.
#	Space	The procedure is incorrect. alot
	Transpose	Remove the fitting end.
/ or lc	Lower case	The Engineer and manager agreed.
≡	Capitalize	A representative of nasa was present.
	Capitalize first letter and lower case remainder	GARRETT PRODUCTS are great.
stet	Let stand	Remove the battery cables.
# ¶	New paragraph	The box is full. The meeting will be on Thursday.
no ¶ no #	Remove paragraph break	The meeting will be on Thursday. ¶ no All members must attend.
	Move to a new position	All members attended who were new.
	Move left	Remove the faulty part.
	Flush left or left justify	Move left.
	Flush right	Move right.
	Move right	Remove the faulty part.
	Center	Table 4-1
	Raise Don't skip lines between paragraphs	16 ₂
	Lower	16 ²
	Superscript	16 ²
	Subscript	16 ₂
	Period	Rewrite the procedure. Then complete the tasks.
	Apostrophe or single quote	The company's policies were rewritten.
	Semicolon	He left; however, he returned later.

	Use a better word (more vivid, more concrete, more grade-level appropriate, or maybe you just use the word too many times)	We home.
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Symbol	Meaning	Example
	Colon	There were three items: nuts, bolts, and screws.
	Comma	Apply pressure to the first, second, and third bolts.
-l	Hyphen	A valuable byproduct was created.
	Spell out or misspelled	The info was incorrect. sp
	Abbreviate	The part was twelve feet long.
or =	Align	Personnel Facilities Equipment
	Underscore /underline	The part was listed under Electrical.
	Run in with previous line	He rewrote the pages and went home.
	Em dash	It was the beginning so I thought.
	En dash	The value is 120-408.
(ital)	Set in italics	The book was titled Technical Writing Styles. (ital)
(bf)	Set in bold	This is the only time we can offer this price. (bf)
(wf)	Wrong font	This is the first step in the procedure. (wf)
(sm cap)	Set in small caps	Set the MFG REGISTER to zero. (sm cap)

Abbreviate		The part was twelve feet long.
Align	or =	Personnel Facilities Equipment

r-o	Run-on	She grabbed the book it had a dusty cover. r-o
C/S	Comma Splice	She grabbed the book, it had a dusty cover. C/S
Frag	Fragment	When she grabbed the book. Frag
//	Faulty Parallelism	She grabbed the book, her jacket, and could get to class. //
VTS	Verb Tense Shift	Shawn VTS steps into his newly-bought house and VTS whispered to himself, "This is nice."
Elab	Elaborate or SHOW; don't tell (give more detail and sensory description; use brush strokes)	He said that it was fun. Elab
S?	Confusing sentence structure	I have a horrible memory of what happened during 1987, as if do you wonder what a child's favorite character does around them? S?
	Love what you did here	The candles, dim and frightening, held the room with a foreboding glow.